



DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES

09 JUN 2008

MEMORANDUM FOR ALL AIR FORCE PERSONNEL ON OKINAWA

FROM: 18 WG/CC
Unit 5141 Box 10
APO AP 96368-5141

SUBJECT: General Order Number 1 – Liberty Card Program

1. Background and Purpose.

a. Background. Duty in a foreign country requires a very high degree of responsibility and dependability from all Airmen. When overseas, our personal conduct can influence and significantly impact international relations. In addition to performing regularly assigned duties, our Airmen must serve as active ambassadors to our host nation and good neighbors to its citizens. Historically a preponderance of conduct detrimental to good order and discipline and to positive relations with our host nation has been committed by Airmen in the ranks of E-4 and below during late night hours.

b. Purpose. The purpose of this Order is fourfold:

(1) To strengthen our community relations by establishing measures to prevent potential incidents in the Okinawan community that would bring harm to Japanese citizens and dishonor to US forces;

(2) To ensure we are ready when our nation calls by maintaining a force that is both responsible and responsive – a force that does not compromise the United States' vital presence on Okinawa by acts that place our force structure or presence in this geo-strategically crucial, forward-based location in jeopardy, and a force that is operationally positioned and prepared;

(3) To take care of our wingmen, in this case our junior Airmen, and in turn take care of the future of our Air Force. That is, to help our junior Airmen and future noncommissioned officer leaders develop discipline and a responsible, readiness-based lifestyle by providing the structure early in their career that leads to proper decision making and the professionalism we expect and the American people demand and deserve from all Airmen at all levels; and

(4) To place emphasis, to the greatest degree possible, on individual accountability and personal dedication to unwavering professionalism, while giving commanders in the chain of authority the latitude and responsibility to regulate liberty privileges for their Airmen.

2. Scope and Application.

- a. This Order is effective immediately, and will remain in effect until superseded or cancelled.
- b. This Order supersedes General Order Number 1 -- Liberty Card Program, dated 9 Jan 06.
- c. This Order is applicable to all Airmen as defined in paragraph 3.b.(4).
- d. This Order is punitive in nature. Violations of any of the provisions of this Order can provide the basis for disciplinary action under the Uniform Code of Military Justice.
- e. This Order does not affect, limit, or act as a substitute for other administrative or judicial tools available to commanders to prevent harm to the local community and our relations with our host nation, to promote the health and welfare of our Airmen, or to preserve good order and discipline.

3. Implementation.

- a. General. This Order directs all units commanding those Airmen defined in paragraph 3.b.(4) in the implementation of the liberty card program in their units.

- b. Terms Defined:

- (1) Off-base Liberty. For the purpose of this Order, "off-base liberty" is defined as permission to leave a US military installation while in regular or special pass status as defined in AFI 36-3003, *Military Leave Program*, Section D. Liberty is not an entitlement to which Airmen have a legal right (AFPD 36-30, *Military Entitlements*, dated 2 Aug 93, paragraph 8.1).

- (2) Off-base Quarters. For the purpose of this Order, "off-base quarters" is defined as an Airman's authorized quarters or quarters belonging to another individual located off a US military installation. "Off-base quarters" also includes an Airman's assigned room at off-base lodging facilities, but does not include the dining, bar, or other public gathering areas of those off-base lodging facilities.

- (3) Restricted Hours. For the purpose of this Order, "restricted hours" refer to the hours of 0001 to 0500 daily.

- (4) Airman. For the purpose of this Order, "Airman" and "Airmen" refer to all Air Force military personnel who are temporarily or permanently assigned or attached to the 18th Wing, tenant units located on Kadena AB, or other Air Force units on Okinawa.

- (5) Commander. For the purpose of this Order, "Commander" refers to Squadron Commanders or higher. The Squadron Commander may delegate his/her authority to downgrade or revoke an Airman's liberty card to the Squadron Section Commander.

c. Issuance of Liberty Cards. All Airmen will be issued a blue or silver liberty card. All Airmen will be required to have their liberty card in their possession when conducting off-base liberty. Off-base liberty for Airmen issued a blue liberty card will not be authorized during restricted hours, as defined in paragraph 3.b.(3). Airmen issued a silver liberty card are authorized off-base liberty during restricted hours.

(1) Airmen, E-3 and below, will be issued a blue liberty card, unless approved for a silver liberty card in accordance with procedures in this paragraph. Squadron Commanders, with the approval of their Group Commander, may issue silver liberty cards to "exceptional" Airmen, E-3 and below, who, in the Commander's judgment, have demonstrated maturity, reliability, adherence to Air Force Core Values and exceptional performance over a sufficient length of time so as to develop a proven track record. Generally, a 12-month period should allow an Airman to establish, and unit leadership sufficient time to observe, a pattern of responsible conduct both on- and off-duty. The 18th Wing Vice Commander is the approval authority for tenant units assigned to Okinawa without a Group Commander on Okinawa.

(2) Senior Airmen, E-4, will normally be issued a blue liberty card. However, Squadron Commanders may issue silver liberty cards to E-4s who, in the Commander's judgment, have demonstrated maturity, reliability, adherence to Air Force Core Values and exceptional performance over a sufficient length of time so as to develop a proven track record.

(3) All officers and noncommissioned officers, E-5 and above, will normally be issued a silver liberty card. However, Commanders may, in their sole discretion, issue a blue liberty card to any officer or noncommissioned officer, E-5 and above, who in the Commander's judgment has not demonstrated maturity, reliability or adherence to Air Force Core Values.

(4) Aircraft or Unit Commanders of Airmen who are on Temporary Duty (TDY) on Okinawa shall clearly annotate on each aircrew or unit Airman's TDY orders the Airman's liberty card type as prescribed by paragraphs 3.c.(1), 3.c.(2) and 3.c.(3) of this Order. This annotation must be signed by the Aircraft or Unit Commander. The 733rd Air Mobility Squadron Commander may place Senior Airmen belonging to transient Air Mobility Command (AMC) aircrews in "silver" liberty card status if, in his/her judgment, they have demonstrated maturity, reliability, and adherence to Air Force Core Values. An annotation of "blue" or "silver" status on the member's TDY orders, signed by the Aircraft or Unit Commander, is the functional equivalent of a blue or silver liberty card. Each TDY Airman is required to produce his annotated orders for inspection by appropriate authorities upon request.

d. Revocation of Liberty Cards. Commanders are authorized to issue, downgrade, or revoke liberty cards as deemed necessary, within their sole discretion, in accordance with this Order.

(1) Downgrading or revoking a liberty card is neither a substitute for pretrial restraint nor a means of punishment. Commanders should contact the 18th Wing Staff Judge Advocate prior to downgrading or revoking the liberty card of an Airman pending trial by court-martial.

(2) On-base liberty will not be affected by the revocation of a liberty card.

(3) Revocation of a liberty card is appropriate where doing so is deemed essential for the protection of foreign relations between the United States and Japan and to meet the purpose and intent of this Order.

(4) Commanders shall notify the Airman of his/her intent to downgrade or revoke his/her liberty card, and provide the Airman with an opportunity to respond orally or in writing, at the Commander's discretion, before downgrading or revoking the liberty card. The Commander's notification and the Airman's response may occur at the same meeting. The Airman has no right to representation by an attorney or other person at the hearing. At the hearing, Commanders should consider whether it is appropriate to advise the Airman of his/her rights under Article 31(b), Uniform Code of Military Justice.

(5) Although only an Airman's Commander may downgrade or revoke the Airman's liberty card, any member of the Airman's chain of command may confiscate the Airman's liberty card when necessary to serve the purposes and intent of this Order. Confiscated liberty cards shall be turned over to the Airman's Commander as soon as possible so that the Commander may make a determination of whether to reissue, downgrade, or revoke the Airman's liberty card using the procedure described above.

e. Liberty Card Inspection. Liberty cards will be produced for inspection by authorities upon request, including security forces, military police, senior noncommissioned officers, officers, command representatives, courtesy patrol, shore patrol, and Japanese Security Guards.

f. Rules for Airmen Issued Blue Liberty Cards.

(1) Airmen Assigned to Off-base Quarters. Airmen issued a blue liberty card are authorized to be in off-base quarters, either their own or those belonging to another individual, during restricted hours. However, except as otherwise provided herein, they are NOT authorized to be in transit to, from, or between off-base quarters during restricted hours.

(2) Airmen Assigned to On-base Quarters. Unless at another authorized location, Airmen issued a blue liberty card who are assigned on-base quarters must be on a military installation during restricted hours. Airmen issued a blue liberty card who are on-board The Green Line (TGL) mass transit system and who are en-route between military installations are considered to be on a military installation.

(3) Travel in Conjunction with Official Duties. Airmen issued a blue liberty card may be off an installation and outside of off-base quarters during restricted hours in the performance of official duties. Airmen issued a blue liberty card may travel from off-base quarters to an installation during restricted hours to report for duty. Airmen assigned to off-base quarters may travel from an installation to off-base quarters during restricted hours upon completion of duty. For purposes of this Order, official duty includes unit physical training (PT), individual PT, and the purchase of meals during a period of duty. Airmen who are off an installation accomplishing official duty under the provisions of this paragraph and who are not accomplishing PT must wear an authorized service uniform.

(4) Team Kadena Airmen on Temporary Duty. Team Kadena Airmen issued a blue liberty card may be off an installation and outside of off-base quarters during restricted hours when departing on or returning from TDY. These Airmen will be required to show a copy of their orders during departure from or return to Kadena AB during restricted hours.

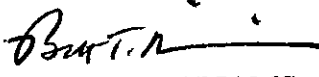
(5) Leave and Special Pass. Airmen on leave or special pass who stay on Okinawa remain subject to all provisions of this Order.

(6) Participation in ITT and MCCA Events. Airmen issued a blue liberty card may be off an installation and outside of off-base quarters during restricted hours when participating in Kadena Information, Tickets and Travel (ITT) or Marine Corps Community Service (MCCA) tours that include MCCA- or ITT-provided transportation, to include traveling directly between on- or off-base quarters and the location where MCCA- or ITT-provided transportation originates or terminates. These Airmen will be required to show a copy of their receipt for the MCCA or ITT function when departing from or returning to an installation during restricted hours.

(7) MWR Events. Airmen issued a blue liberty card may be off an installation and outside of off-base quarters for the purpose of traveling directly between quarters and an event sponsored by MCCA or 18th Force Support Squadron/Morale Welfare and Recreation (MWR), if the event occurs during restricted hours, or ends or begins so close to restricted hours as to require travel during restricted hours.

g. Alcohol. All Airmen are prohibited from consuming alcoholic beverages at off-base locations, except inside of off-base quarters as defined in paragraph 3.b.(2), during restricted hours. Additionally, no Airman may be present during restricted hours in an establishment which primarily serves alcoholic beverages.

4. Exceptions to this Order. Airmen desiring any other exception must submit a written request to their respective Commander. Commanders retain full discretion to grant or deny such requests. Blanket exceptions will not be granted. All exceptions must be consistent with the intent of this Order and issued in writing to the Airman.


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